



## **Brookings County Safety Committee By-Laws**

### **By-law One**

#### ***Name***

The name of the Committee shall be the "Brookings County Safety Committee" (the "Committee").

### **By-law Two**

#### ***Principal Office***

The principal office of the Committee shall be the Commission Department, 520 Third Street, Suite 210, Brookings, South Dakota 57006. The Committee will meet at 9:00 a.m. on the fourth Wednesday of February, May, August and November, or such other time and place as shall be set by the Chair(s) of the Committee. The meeting place will vary from month-to-month depending on the issues being addressed.

### **By-law Three**

#### ***Membership***

A. The Committee shall consist of no less than eleven (11) and no more than fifteen (15) voting members who shall be recommended by the appropriate department head and appointed by the Board of County Commissioners. These appointments are intended to be permanent in nature; however, rotation of personnel may occur from time to time at the discretion of the department head and Committee Co-Chairs and will be subject to the approval of the Commissioners. (See subparagraph C.) Appointment to the Committee does not relieve the employee from his/her normal job duties but adds responsibility for various safety functions.

B. The Committee will be composed of representatives from the following departments:

1. Commission Department
2. County Development Department (Emergency Manager)

3. Equalization Department
4. Finance Department
5. Highway Department
6. Register of Deeds
7. Sheriff's Department
8. State's Attorney Department
9. Veterans / Human Services Department
10. Weed and Pest Department

C. Vacancies occurring on the Committee for any reason shall be filled by the Board of County Commissioners upon the recommendation of the appropriate Department Head and Committee Co-Chairs. The Board of County Commissioners shall have the authority to remove any member(s) of the Committee when, in its discretion, the best interests of the County shall be served thereby. A vacancy shall occur in the Committee when a member has two (2) unexcused absences per calendar year.

#### **By-law Four**

##### ***Meetings***

A. ***Quarterly Meeting*** - quarterly meetings will be held on the ***fourth Wednesday*** of February, May, August and November or such other time and at a location determined by the Chair(s), unless otherwise ordered by the Committee. All meetings shall be subject to the Open Meetings Act. Notice of the meetings, issued by the Secretary, shall be sent to each member of the Committee at least one (1) week before the scheduled time of the meeting.

B. ***Quorum*** – a majority of the active members of the Committee, when present at any meeting, shall constitute a quorum, and in case there are fewer than this number present, the Chair(s) may adjourn from time to time until a quorum is present.

C. ***Order of Business*** – the order of business at the monthly meetings shall be as follows:

1. Call to Order
2. Review of minutes from previous meeting

3. Receiving communications
4. Unfinished business
5. Training session
6. Subcommittee reports
7. New business
8. Adjournment

The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in the latest edition of Robert's Rules of Order shall govern.

D. **Special Meetings** – Special Meetings of the Committee may be called at any time by the Chair(s) and must be called at any time by the Chair(s) on the written request of the majority of the active members. The County Administrator or Board of County Commissioners may also call a special meeting. When possible, a one (1) week notice of any special meeting will be given to the members of the Committee, and the notice will state the purpose of the meeting.

## **By-law Five**

### ***Purpose and Objective***

A. **Purpose:** The committee shall assist management and all county employees in protecting the property, assets and resources of the County and in maintaining a safe and healthy working environment.

### **B. Objectives:**

1. To recommend risk management and safety policies and regulations be implemented and monitored for all county departments.
2. To review and monitor potential risks and hazards that may exist on job sites, including unsafe work practices, and make recommendations for their elimination or risk reduction.
3. Analyze and recommend effective action on principal accident-causing conditions.
4. To encourage involvement and feedback from employees of all levels and county departments with regard to issues, ideas and solutions related to the safety program.
5. To assist with the development of safety training modules for all County departments.

6. To encourage and assist with development of individual departmental safety committees and annual safety projects.

## **By-law Six**

### ***Officers***

A. ***Chairs*** – the Human Resources (HR) Specialist from the Commission Department and the County Development Department Emergency Manager will serve as permanent Co-Chairs of the Committee.

B. The Co-Chairs will serve as Recording Secretary for the Committee.

## **By-law Seven**

### ***Subcommittees***

The Committee shall have the authority to appoint subcommittees to perform, among other things, accident review, research, analysis, safety inspections, or any other function the Committee determines may be necessary to support the Committee's purpose and objectives.

## **By-law Eight**

### ***Amendments***

These bylaws may be amended, repealed or altered, in whole or in part, by a majority vote at any duly called meeting of the Committee, subject to the approval of the Board of County Commissioners of Brookings County.

## **By-law Nine**

### ***Non-partnership***

Nothing in these bylaws shall constitute members of the committee as partners for any purpose.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Approved by the Board of County Commissioners,  
Brookings County, South Dakota